



FOREIGN AFFAIRS MANUAL

VOLUME 9 – Visas

Transmittal Letter: VISA-267

Date: April 25, 2001

APPENDIX D

200 CLASS (CONSULAR LOOKOUT AND SUPPORT SYSTEM), 300 MACHINE READABLE NONIMMIGRANT VISA, 400 IVACS (IMMIGRANT VISA APPLICANT CONTROL SYSTEM), 500 NIVCAPS (NONIMMIGRANT VISA COMPUTER ASSISTED PROCESSING SYSTEM), AND 600 DOMESTIC AUTOMATED SYSTEMS

MAJOR CHANGES

1. Appendix D, 200 CLASS (Consular Lookout and Support System) has been changed to include section 204.5 *Requests from the Public for Removal of Entries from CLASS*. Editorial changes have been made to the following sections: 200 CLASS (Consular Lookout and Support System), 300 Machine Readable Nonimmigrant Visa, 400 IVACS (Immigrant Visa Applicant Control System), 500 NIVCAPS (Nonimmigrant Visa Computer Assisted Processing System) and 600 Domestic Automated Systems.

2. Revisions since the last update appear in italics. Other than formal titles, the italics will be removed the next time the material is updated. Only current changes will appear in italics. Italics provide a historical record of changes.

3. Under the Foreign Affairs Reform and Restructuring Act of 1998, Public Law 105-277, the functions of the U.S. Information Agency related to international broadcasting are transferred to the Broadcasting Board of Governors. Accordingly, all provisions of the FAM previously applicable to USIA continue in effect with respect to the BBG until further notice.

4. Officers are reminded that Department-issued materials not codified in the *Foreign Affairs Manual* or its supplemental *Foreign Affairs Handbook* series generally have no regulatory validity (see 2 FAM 1115.2).

FILING INSTRUCTIONS (Paper Copies)

1. Remove and destroy 200 CLASS (Consular Lookout and Support System) (TL:VISA-119; 7-3-95, 9 pages) and then insert 200 CLASS (Consular Lookout and Support System) (9 pages). Remove and destroy 300 Machine Readable Nonimmigrant Visa (TL:VISA-119; 7-3-95, 2 pages) and then insert 300 Machine Readable Nonimmigrant (2 pages). Remove and destroy 400 IVACS (Immigrant Visa Applicant Control System) (TL:VISA-119; 7-3-95, 8 pages) and then insert 400 IVACS (Immigrant Visa Applicant Control System) (7 pages). Remove and destroy 500 NIVCAPS (Nonimmigrant Visa Computer Assisted Processing System) (TL:VISA-119; 7-3-95, 6 pages) and then insert 500 NIVCAPS (Nonimmigrant Visa Computer Assisted Processing System) (6 pages). Finally, remove and destroy 600 Domestic Automated Systems (TL:VISA-119; 7-3-95, 4 pages) and then insert 600 Domestic Automated Systems (3 pages).

2. After inserting the material in the binder, insert this transmittal letter immediately following the TL Checklist, then fill in the entry line for TL:VISA-267, and initial.

DISTRIBUTION NOTICE

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2. All posts and offices keeping paper versions of the *Foreign Affairs Manual* are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5), and for ensuring that all copies (including binders) are either retained or returned to A/RPS/DIR if no longer needed. **When returning excess or unused materials include your office/post symbols and inform MMS/PB and your message center if you need to have your distribution reduced** (this generally applies only to time-sensitive paper issuances). A/RPS/MMS/PRD, Room 1853, 202-736-7470, FAX 202-647-4535, handles all requests for paper copies, including non-Government users (include either fiscal information or payment with request, as appropriate).

3. Use KFAM and AINF TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/RPS/DIR. Direct questions concerning substance and interpretations to [the 9 FAM Volume Coordinator, who may be reached at the office indicated at the end of this transmittal letter].

(CA/VO/L/R)